



City of Tempe / Tempe Historical Museum / Application for Employment

City of Tempe / Historical Museum / 809 East Southern Avenue / Tempe AZ 85282 / (480) 350-5100 / TDD (480) 350-5050 / www.tempe.gov/museum

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application – request a copy if not provided. Answer all questions completely. Type or print neatly in black ink. Sign this application. Any omission, misstatement, or falsification may be cause for rejection of this application or discharge from City Service.

1. Position Applying For: _____
2. Name (Last, First, Middle Initial): _____
3. Social Security Number: _____
4. Mailing Address: _____

Street Address

City

State

Zip
5. Phone Number: HOME: _____ WORK: _____
6. Driver's License (Number, State, Class): _____
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No
8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: Temporary? ☐ Regular? ☐
9. To assist us with verifying previous work experience and / or education, please list other names you have gone by:

10. Are you related to any member of the Tempe City Council or any City of Tempe employee?
11. ☐ Yes ☐ No If Yes, indicate his/her **Name, Position, and Relationship to you:**

In accordance with Rule F, Section 301, of the Tempe Personnel Rules and Regulations, no parent (in-law or step), spouse, domestic partner, or child (in-law or step) of a regular employee or City Councilperson can be hired as a temporary employee within the same department, except as a participant in educational programs such as Cooperative Office Education, Workstudy, or University internships.

12. Do you have a High School Diploma or a G.E.D.? ☐ Yes ☐ No

13. Education from an **Accredited** College/University?

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

15. Professional Registration(s), License(s), and/or Certification(s) you possess **that relate to this position:**

Type:	Date Received:	Expiration Date:

16. Special training **that relates to this position:**

17. List computer software program(s) with which you are proficient in operating **that relate to this position:**

18. Language Proficiency (Other than English):

Language	Speak:	Read:	Write:
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

19. **Availability:** Please mark in the times which you are available to work on the following table.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					CLOSED	

20. Have you ever been requested or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain: _____

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

☐ Yes ☐ No If Yes, provide charges, dates and locations: _____

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered.

22. May we contact your current employer if you are considered for hire? ☐ Yes ☐ No

CONTINUE ON NEXT PAGE

You may use as many of these sheets as necessary to show your employment history. Additional sheets are available. Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years. Your qualifications will be evaluated solely on the application form. Resumes may not be substituted for the requested information.

DO NOT WRITE "SEE RESUME" IN THE SPACES BELOW.

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from / (Mo/Yr) to / (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
Address:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from / (Mo/Yr) to / (Mo/Yr)	Total Time Employed: Yrs Mos
Hours Per Week:	Present/Ending Wage: \$ Per
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Hours Per Week:	Present/Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

(Turn Over)

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application and/or discharge from City Service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: _____

Applicant Signature

Date

DO NOT WRITE BELOW THIS LINE / OFFICE USE ONLY

DATE RECEIVED _____

INTERVIEW _____ **DATE** _____

HIRED _____ **NOT HIRED** _____